



## Sheriff Security Systems Coordinator

**Department:** Sheriff

**Class Code:** 2610

**EEO Code:** 23

**FLSA:** N

**Effective:** 01/10/2000

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### **GENERAL STATEMENT OF DUTIES:**

Under general supervision; performs work of moderate difficulty in supervising the installation, operation, and maintenance of electronic equipment in the courts, jail and other County departments for security purposes; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Supervises the installation, operation and maintenance of video and audio electronic equipment in the Circuit, General District, Juvenile Courts, and jail routinely, and other county departments as requested for security purposes; supervises the installation, operation and maintenance of video and audio electronic equipment used for the arraignment of incarcerated individuals; installs, operates and maintains video and audio electronic equipment to allow for the closed circuit testimony of juveniles in Juvenile Court; researches, identifies, evaluates, makes recommendations, assists in preparation of RFPs regarding electronic equipment needed in the processes; provides technical expertise for the emergency communications system as needed; designs, proposes and assists in construction projects regarding security matters; attends training conferences and seminars to stay abreast of technology changes; prepares cost, status and justification reports; escorts, transports inmates as needed; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Comprehensive knowledge of the principles, practices and methods of electronic surveillance; of applicable federal, state and local laws and ordinances; of the application of electronic technology to law enforcement.

Comprehensive skill in the installation, operation and maintenance of electronic equipment; in the comprehension and evaluation of construction blueprints; in working with outside contractors and other county employees to coordinate security system development in construction projects. in communicating effectively orally and in writing.

Must successfully complete any written, physical, mental, drug screening tests established by policy; must successfully complete all mandated training within established time frames; must be physically capable of effecting arrests, subduing violent inmates, and pursuing fleeing inmates on foot.

### **MINIMUM EDUCATION AND EXPERIENCE:**

### **ADDITIONAL REQUIREMENTS:**

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.